



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201

Telephone: (617) 635-4170; Facsimile: (617) 635-4742; Email: LicensingBoard@cityofboston.gov

2014

COMMON VICTUALLER RENEWAL INSTRUCTIONS

IMPORTANT NOTICES/REQUIREMENTS:

**** You must renew your license in person at the Boston Licensing Board, City Hall, Room 809, by Thursday, October 31, 2013 at 5:00 p.m. Renewals will NOT be accepted over the mail. NO EXCEPTIONS!***

**** All Renewal applications must be submitted with ALL of the required paperwork and paid for by Thursday October 31, 2013. Incomplete renewal applications will not be accepted and the licenses become subject to cancellation, suspension and/or late fees.***

**** Licenses not renewed in a timely manner will be subject to a late fee of \$20.00 per month (or any part of a month), and will be subject to cancellation as of January 1, 2014. If you do not have your 2014 License by December 31, 2013, you will be required to close your business at 12:00 a.m. on January 1, 2014, and will not be able to reopen until you obtain your License and/or the Board's approval.***

WHAT YOU NEED TO DO:

- 1) **Complete, sign and submit the renewal form.** Do not make changes on the Renewal form without authorization from this Board. If changes need to be made, please tell our staff when you hand in the form. **NOTE: the only person(s) who can complete the renewal form is the listed manager of record, stockholder(s), owner(s), or officer(s). If your name is not listed in the renewal form you cannot complete/sign it.** Also, all of the portions of the renewal form must be completed, i.e., print your name, insert date completed, sign it, and list your telephone number, tax identification number and inspectional services certificate number. **If the portions are not completed, the renewal will not be accepted.**
- 2) **Pay your bill.** If you are paying with money order, check, debit or credit card, come directly to our office at City Hall Room 809. If you are paying with cash, you must first go pay the bill at the City Hall Collection Division Windows, M10, M11 or M12, on the 3rd floor. Do not tear/separate the bill prior to paying.
- 3) **[If you have seating] submit copy of a valid/current Building Inspection Certificate** (the white one with gold seal issued by the Inspectional Services Department, 1010 Massachusetts Avenue). If you do not have a copy of the current Certificate, **you must instead submit a copy of the proof of payment for the certificate.** Renewal applications without a valid ISD Certificate or proof of payment will not be accepted.
- 4) **[If you have 50 or more seats] submit copy of a valid/current Fire Assembly Permit.** If you do not have a copy of the current Permit, **you must instead submit a copy of the proof of payment for the permit.** Renewal applications without a valid Fire Assembly Permit or proof of payment will not be accepted.
- 5) **[If you have an entertainment license] submit copy of 2013 Entertainment License Renewal Application and the Fire Safety Checklist.**
- 6) **[If you are seeking to extend closing hour on New Year's Eve] submit completed Request/Permit for Extension of Closing Hour on New Year's Eve Only.** Do not separate the sheets!

ANY QUESTIONS OR CONCERNS, PLEASE CONTACT US AT 617-635-4170. THANK YOU!



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RENEWAL CHECKLIST **(Common Victualler Licenses)**

The below is a checklist for your benefit; it does not need to be provided to the Board. It summarizes all documents you need to properly file your renewal application. Please refer to your instructions for specifics. Any questions, let us know.

- _____ Completed, signed and dated Renewal Form
- _____ Fee with intact 3-part bill
- _____ [If seats] Valid/Current Inspection Certificate **or Proof of Payment**
- _____ [If >50 seats] Valid/Current Fire Assembly Permit **or Proof of Payment**
- _____ [If have an Entertainment License] Copy of Entertainment Renewal and Fire Safety Checklist
- _____ [If seeking extension of closing hour for New Year's Eve] Completed Request for Extension of Closing Hour on NYE (keep the sheets together)